

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

All of the documents that you will need to respond to the application are listed on our Web site, which is [www.ca5aday.com](http://www.ca5aday.com). They have been updated to this date and we recommend that you continue to check the Web site over the application process to see any changes or addendums that are made to the request for application. You would want to select funding, and then select 2005 Faith-based Community Projects RFA, and there is a section there that talks about addendums and changes. I encourage you to frequently refer to that section. Below are the Bidders Conference questions and answers:

### **Question**

“Must one person on the staff be full-time?”

### **Answer:**

Yes, the minimum staffing expectations require that one full-time program coordinator be dedicated to implement the African American 5 a Day Campaign. It is also expected that staff will be computer literate or obtain computer training or have a reliable assistant for the administration of the African American 5 a Day Campaign. Refer to page 20 in the application. A lot of our communications will be done through email, on-line reporting and the Web site. This is a primary requirement for participation in the program.

### **Question**

“On the letter of intent form, there is the following statement: one original and six copies of application are due November 8<sup>th</sup> by 4:30 p.m. The tentative time schedule indicates the deadline for receipt of the application is November 19<sup>th</sup>. Please clarify.”

### **Answer**

The deadline to submit applications is November 19, 2004 by 4:30 p.m. The November 8, 2004 deadline is for submission of the letter of intent. The error on this form has been corrected, and the forms have been updated on the Web site.

### **Question**

What is meant by, “If applicable, work with a 5 a Day Power Play regional staff, etc? See page five, Attachment 1, church channel.”

### **Answer**

Some faith-based organizations have schools or after-school programs. The scope of work indicates that if the awarded organization has a school or after-school program, they will be required to work with 5 a Day Power Play staff to incorporate nutrition and physical activity education into their faith-based school and/or after-school programs. Naturally, churches that don't have a school-based program or after-school program would not be required to fulfill this scope of work activity.

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

### **Question**

“Healthy, Wealthy and Wise is currently located within the offices of Sacramento Theological Seminary and Bible College, and Spiritual Temple Full Gospel Baptist Church. However, the church facilities are scheduled to undergo reconstruction. Can money be allocated for the renting of office space for program activities?”

### **Answer**

Yes. Office space for rental or lease is allowable under operating expenses for the program. Cost must be prorated for the amount of space dedicated solely to the African American 5 a Day Campaign, and include the formula for calculating space cost based on actual rates or expenses.

### **Question**

“Why is the faith-based funding being released under a separate RFA? It's very confusing for the 5 a Day partners community organizations, let alone the African American subcontractor. Why wouldn't the funding be released to the Regional Nutrition Network, which house 11 faith-based projects?”

### **Answer**

The African American 5 a Day Campaign is structured to reach the low-income, African American audience. There are two core branches within the community: a faith-based branch and a secular branch. These branches work together within selected counties with high numbers of low-income, African American residents. The Network recently established Regional Nutrition Network lead agencies to assist with coordination and implementation of statewide efforts within each region. These agencies have an African American staff component, and the agencies will serve as communications hubs within each region to disseminate information on statewide media, facilitate collaborations among Network-funded programs in each region, and spearhead regional policy and system changes on nutrition and physical activity. The Regional Nutrition Network-African American 5 a Day Campaign staff will be responsible for non-faith-based interventions that are under development. They will also be responsible for keeping African American 5 a Day Faith-based Community Projects informed of regional activities and refer faith-based organizations interested in forming partnerships to our African American 5 a Day Faith-based Community Projects. The Regional Nutrition Network-African American 5 a Day staff will also assist in securing grocery store donations for the African American 5 a Day Faith-based Community Projects.

### **Question**

“Is it possible for two or more organizations to jointly apply for the contract and receive increased funding?”

### **Answer**

No, funding amounts for each contract have been set. As a result of this RFA, the Network intends to award up to 11 contracts for a maximum of \$233,750 per contract.

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

### **Question**

Do all of the activities in the scope of work have to be completed?"

### **Answer**

Yes, the scope of work encompasses all program activities for implementing the African American 5 a Day Campaign during the January 15, 2005 to September 30, 2007 period. The scope of work outlines annual project requirements for working in churches, grocery stores, media, policy, festivals, community partners, food security, administration and other areas. A complete scope of work for implementing the African American 5 a Day Campaign is provided in Attachment I. Applicants will insert the appropriate information into the existing scope of work to tailor the scope of work to reflect activities that will be completed based on their target population, organizational abilities, and resources available in their local area. Activities in the scope of work cannot be deleted, and acceptance of the award is a contractual agreement to complete all activities. You want to refer to page 11 and 20 of the request for application.

### **Question**

Explain the total contract amount for the year, this \$233,750?

### **Answer**

The reason why Year 1 has a budget of \$63,750 is because our fiscal year starts from October 1<sup>st</sup> through September 30<sup>th</sup>, but since we're starting these contract three-and-a-half months into the year, we have prorated the amount to \$63,750, which is three-fourths of the year. Year 2 and 3 will have a budget of \$85,000 each year.

### **Question**

My question is just about the farmers' market activities. If we actually host a farmers' market, would that count as the section that deals with access to fruits and vegetables?

Would that be okay to cover, because a lot of the listed activities provide referral information for different things, like a farmers' market resource list, but if we actually host a farmers' market, do we still need to do some of these other activities along with the farmers' market or would that be strong enough for this section?

### **Answer**

Yes. Hosting a farmers' market can be done as part of your food security activities in the scope of work.

If we're looking at the scope of work, it's objective 11, item number three, conduct at least one community-wide activity on food security. It says, a) work with Community Food Security Coalition to determine the need for conducting a community food assessment in your local area; b) if needed, complete training and a list of partners to complete the food assessment, then identify and implement an

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

appropriate activity; c) if not needed, utilize existing information to identify and implement an appropriate activity. I would assume, for your farmers' market that the community food assessment has already been done, which resulted in you developing the farmer's market, so you would be satisfying Objective 11-3, item C.

### **Question**

As far as the four major outreach activities per year, would that have to be counted as separate from the farmers' market activities, because that is like an outreach activity or can we count some of those, like what would the best thing to do be, because we probably will participate in maybe two or three, but I don't know about four major events because of the farmers' market.

### **Answer**

The four major events are specific to the festival channel, and so those would be more of festivals that you would be creating or participating in. How and when you have a festival would be something that you would decide.

### **Question**

Does funding for required trainings come from the project budget or the 5 A Day Program?

### **Answer**

Travel to all meetings comes out of the faith-based project budget. So you would want to plan your budget accordingly to include all the meetings. That could include your travel, registration cost or training cost - anything of that nature - you would want to account for that in your budget. There will be Advisory Council meetings in Northern California and in Southern California. So your travel budget would have to be based on that type of travel. It's good to note that we understand that some of these are estimates and you're not locked into the amount that you're putting down for these budgets. If you budget for a training that ends up having no registration cost, for instance, and you indicated a registration cost, that's just money that you will be able to move into another meeting or training or something that did have a bit of a higher cost to it. So you're not locked into the amount you're putting down, but we do want you to use your best estimates as much for your purpose to budget for it as well as us to know how much you'll be spending.

### **Question**

This question has to do with new applicants versus continuing applicants. Are we being judged on our proposal on its face or are we in competition with the current applicants—how are you handling that? We wouldn't know about duplication unless we were aware of other projects.

### **Answer**

This is a competitive bid, so all applicants will be reviewed and scored by a review panel based on the information that is submitted in the application. There is no advantage to whether it's existing or new.

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

So it is judged as objectively as possible based on what's submitted.

### **Question**

Will these questions and answers be posted on the Web?

### **Answer**

Yes, we will have the answers to all of the questions, the questions that were submitted prior to this call, and answers to the questions that we're having on the call, posted on the Web site.

### **Question**

My question is, during the last contract period, we received the extra \$25,000 for the program coordinator and administrative assistant for the work in the Compton area. Now, is this full-time position for this person, the program coordinator, or does the project director have to take the full-time position?

### **Answer**

The minimum staffing requirements require that there be at least one full-time staff person dedicated to implementing the African American 5 a day Campaign. It does not stipulate who or which staff person is the full-time person, so it may be a project coordinator, it may be a community outreach worker. It should be an appropriate person who would be doing most of the activities that would be dedicated to the campaign full-time.

### **Question**

Item 11 on page four, nutrition education sessions. Is there a particular number that goes there, and also the next fill in area?

### **Answer**

Item 11 page four, it says "...conduct, and then in parenthesis it says, **[fill in number]**, that is a number for you to fill in based on what you feel your organizational resources and capacity for implementing this activity would be. Anything that's in the scope of work that is in those brackets and is bolded text that says fill in is for the individual applicant to complete in the numbers or the information that is specified there.

### **Question**

On Page 12, item 7 and item 8. What if there are no inquiries?

### **Answer**

Then you wouldn't have anything to respond to. There's nothing to fill in those sections.

**African American 5 a Day Campaign Faith-based Community Project  
Bidders Teleconference Questions and Answers**

**Question**

Item 8, conduct a local media tour. Can you explain that?

**Answer**

Media tours are when the program coordinator or staff person go to their local media outlets and conduct interviews or submit press releases or public service announcements to try and increase the visibility of nutrition and physical activity issues affecting African American in the community through their local media outlet.

**Question**

On page 13, item 1B, the question is, does it have to be a healthcare professional?

**Answer**

That information is not specified here in the scope of work or in the request for applications narrative, and so you should use your best judgment on that.

**Question**

Page 17, item 3, are the four large African American festivals to be done, is this within one year or within the three years?

**Answer**

All of the activities listed in the scope of work are annually, and the dates are specified in the time frame.

**Question**

Is the Network paying for transportation for the volunteer staffing or is it coming out of our budgets?

**Answer**

The funding for volunteer staff would be from the faith-based project budget. You would also want to refer to attachment C, which gives you information on the allowable and unallowable costs.

**Question**

Can you explain the festival intervention?

**Answer**

Training will be provided through the community health leader training on the festival intervention.

**Question**

Page 19, item H, ensure proper booth set-up interaction with participants, completion of consumer surveys and breakdown. Are you referring to the 5 a Day booth?

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

### **Answer**

Yes, that is correct.

### **Question**

What is the resource center—private A resource center, it's on page 21, items 3, what is the B active resource center?

### **Answer**

I would refer you to our Web site to find out additional information about our 5 a Day Campaign. There's a project directory there that will give you more information on those programs.

### **Question**

Do you have a guideline for the percent allowable or an actual amount for the evaluation cost for the project? What you would allow for those costs?

### **Answer**

You're asking if there is a specified amount of funds that should be dedicated to evaluation? We don't have a set amount for evaluation. The majority of the evaluation activities that are listed in RFA are process activities and would not be extensive outcome oriented activities. Evaluation for activities associated with "Other" activities that you want to have in the scope of work should be based on the type of evaluation necessary to demonstrate the effectiveness of that activity.

### **Question**

This question has to do with our service-learning program in the health sciences at CSU Hayward. We have a labor force that's highly trained with the seniors in that program. And so, if we propose to use them as interns to do part of this work and evaluation, is that acceptable? They're students in training at CSU Hayward. It's California State University, Hayward. Yes or through their internship program, can they be deployed to do some of the labor-intensive work that's associated with surveys and focus groups gathering information that's process evaluation?

### **Answer**

You have some designated staff already doing some education components and you're wondering if you can hire them to do some of this work? As long as it is consistent with your university guidelines and it's something that you build into your budget or into your scope of work in terms of who is responsible, at this point, I don't see any conflict of interest.

### **Question**

This question has to do with ongoing activities in the community that are partnerships between CSU

## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

Hayward and two hospitals, and faith based congregations in African American community. If we have an ongoing project, like the ACS Relay for Life, and we sort of have a template established for collaboration, can we overlap some of these activities in the new grant proposal?

### **Answer**

If you are funded to do those activities under another funding source, you would not be able to duplicate those activities under this funding source.

### **Question**

Can we use existing relationships to build and to produce the events and the work that we want to do under the new grant?

### **Answer**

Yes.

### **Question**

My question is regarding the program requirements number eight, the food security item. If we were to serve as the summer food program site, would any of those costs incurred be reimbursable to this grant?

### **Answer**

If you were to serve as a summer food program site would that meet the requirement for the scope of work activity listed on page 15, item number eight. I would need to know more about what the actual costs are to be able to tell you if they're allowable or unallowable. So I would refer you to that attachment C, the USDA allowable and unallowable chart.

### **Question**

This question is about the program ACS Body & Soul. It says enroll 30 to 40, low-income African American women per church. We're going to partner with churches who probably only have about 40 or 50 members that are the smaller congregations, can we combine that with those smaller churches if there's like two churches or members from our church?

### **Answer**

The requirements for 30 to 40 participants per church is per church that you're doing the ACS Body & Soul program in. So for instance, if you're talking to me about four churches, you really only have to have 60 participants out of the four churches that complete the program. If you only have two churches, then you have to have 30 per church

### **Question**

If we want to give "mini grants" to ministries that do outreach around food security it said that they have to meet the same requirements as the original contractor or a subcontract. Does this apply for small



## **African American 5 a Day Campaign Faith-based Community Project Bidders Teleconference Questions and Answers**

mini-grants?

### **Answer**

Any mini-grants that you would make would need to fulfill the same requirements that you have under the state contract. If it's a mini-grant, the funds for that would not be indicated under subcontract if it's actually a mini-grant, it would be indicated under other costs and you would need to clearly state what the mini-grant is for, who is it reaching; who you're giving the grant to, how were they chosen, if there's more than one mini-grant being given, how many are being given, what is the cost of each, and how is the money going to be used.

### **Question**

Do they need to submit copies of the 5013C for the mini-grants or partners?

### **Answer**

No, however they are under the same rules when using USDA funds regardless if you're distributing it via mini-grant for a subcontractor or if you're actually doing the work.

### **Question**

I understand we're doing four festivals a year when they are like yearly, there's a very large parade that's done in the African community where booths are set-up. Would this also be considered under festival?

### **Answer**

If it's a community-wide event parade, festival, large health fair, those things would fulfill that requirement. We've had other contracts that do some of the radio promotions; radios will sponsor annual events like health fairs or festivals that you may partner with as well.

### **Question**

The person that's a full-time on staff, can it be written in the budget for health insurance?

### **Answer**

It would be under your fringe benefit package. You could put it in there, but it would be something that would need to provide documentation showing that the funds that are expended are actually going towards fringe benefits rate for that person. So if you're paying for a health benefit plan, for instance, you would need to show some type of statement showing that the person actually obtained health insurance from somewhere and that the cost that they are charging matches what you're showing in your budget. This is not something you would have to provide at the time of application. That would be something that would be discussed and required during budget negotiation. But it would be something that you would want to keep in mind. Any funds that you're putting down in your budget need to be actual cost.

**African American 5 a Day Campaign Faith-based Community Project  
Bidders Teleconference Questions and Answers**

**Question**

Do you have a form to do the profile or examples?

**Answer**

Yes. We do have a form and the form we will be provided once the contract is awarded. We will provide it to all of the program coordinators staff.

**Question**

Can you explain key staff on page—there are two more, I'm sorry, page 25, it says explain key staff?

**Answer**

Key staff would be the staff that would actually be working on the program, would be administrating the program.

**Question**

can you explain what GIS is?

**Answer**

GIS is Geographical Information System, and I would refer you to the attachment, I would refer you to attachment E Target Audience Identification.

Visit the Web site to see updated information under request for applications. It's also important for you all to know that all the forms have been converted back to Excel or Word file so that they can be used as templates and they don't have to be retyped, so that you can use those. Again, our federal fiscal year runs from October 1, 2004 for our current fiscal year through September 30, 2005, and so we operate under a federal fiscal year and that is how your budgets were devised. Funding cannot be move across budget periods, so that's something else you will want to pay close attention to. And the answers that have been provided for the questions on this call will be posted on the Web site, and at this time, we would no longer be able answer questions that come in.